



Vacancy #21-05

United States Bankruptcy Court Northern District of Georgia

VACANCY ANNOUNCEMENT

Position:	Procurement Specialist
Location:	Atlanta, GA
Opening Date:	March 26, 2021
Closing Date:	extended to May 17, 2021 or until filled
Salary:	CL 26 - 28 based upon qualifications (\$49,592 - \$106,134)

Overview: The United States Bankruptcy Court for the Northern District of Georgia (GANB) covers 46 counties and maintains offices in Atlanta, Newnan, Gainesville, and Rome. With nine judges and a total staff of 100, the court is the third largest Bankruptcy Court in the United States. Reporting to the Financial and Budget Officer, the Procurement Specialist oversees all procurement functions for the court. The Procurement Specialist maintains records inspected annually through an in-house audit and through cyclical audits overseen by the Administrative Office of the United States Courts. The Procurement Specialist will work closely with and function as back up for the Space & Facilities Specialist and may also handle limited duties related to finance and accounting functions.

Description of Duties

Procurement

- Adhere to the *Guide to Judiciary Policy and Procedures* and *Judiciary Procurement Program Procedures* on procurement practices
- Review updates to the *Guide to Judiciary Policy and Procedures* and *Judiciary Procurement Program Procedures*, providing comments and summaries to the Clerk of Court and other senior management
- Assess the need for goods and services, ensuring requests are allowable under all applicable guidelines and funds are available for their purchase
- Obtain and review competitive bids, quotes and proposals from vendors and contractors as needed
- Procure supplies, equipment, services and furnishings from government and non-government sources through existing government contracts, new contracts, or competitive bids
- Maintain standing with the judiciary as a Level 1 contracting officer which allows for the purchase of goods and services with the judiciary issued purchase card
- Maintain sound professional relationships with suppliers, promptly resolving any issues around pricing, quality, timing, claims, contract disputes, etc.
- Establish and maintain files for every solicitation, contract, and purchase action
- Maintain Contracting Officer certification by completing biennial continuing education requirements as certified by the Procurement Liaison Officer
- Evaluate and monitor contract performance to ensure compliance with contracted obligations
- Review and process invoices and prepare payment requests
- Prepare spreadsheets and maintain databases to track certain expenditures
- Develop and deliver training to court unit managers around best practices related to procurement
- Review procurement expenditures of departments to ensure compliance with budget

- Prepare procurement recommendations for the Clerk of Court including but not limited to cyclical replacement of accountable property
- Manage special projects as assigned

Space & Facilities

- Assist with weekly inspections of the Atlanta office – 90,000 square feet spread over three floors – to schedule preventive maintenance as needed
- Assist with managing special projects related to remodeling or updating of facilities, complying with the design guides of the United States Courts
- Assist with the planning, scheduling and execution of employee moves of all sizes
- Actively participate in planning and preparation for potential disaster scenarios
- Back up the Space & Facilities Specialist in other tasks as needed

Finance and Accounting

- Balance funds received by cashiers, and prepare deposits to the U.S. Treasury
- Review and/or perform accounts payable and accounts receivable duties with responsibility for the accuracy and accountability of monies receive and disbursed by the court unit
- Reconcile and maintain accounting records, including but not limited to the cash receipts journal, the registry fund, and the subsidiary ledgers for allotments and other financial records

Mandatory Qualifications

- Ability to work in an environment where applying a body of rules, regulations, directives, or laws is a core task and where critical thinking is essential
- Ability to independently isolate, analyze and solve problems with standard accounting software applications
- Advanced use of and experience with Microsoft Office applications
- Exceptional organizational and time management skills
- Ability to maintain a professional demeanor, exercise mature judgment, and to be a dependable and flexible team participant

Court Preferred Skills/Qualifications

- Two years of progressively responsible experience related to the full range of procurement functions
- Bachelor's degree in Business or related field
- Experience working in a legal and/or court environment

How to Apply: To apply for this position, qualified applicants should submit: 1) a résumé; 2) a cover letter addressing qualifications and relevant experience; and 3) a Form AO 78, Application for Judicial Branch Federal Employment, available on the Court's website at:

http://www.ganb.uscourts.gov/sites/default/files/emp_applic.pdf

Completed application packages should be submitted electronically to Roosevelt_Childs@ganb.uscourts.gov

Preference will be given to those applications received on or before the closing date of April 26, 2021. Various skills assessment tests will be administered.

Salary considerations: The starting salary will be fixed commensurate with the experience and qualifications of the applicant.

Notice to Applicants: Employees of the United States Bankruptcy Court are appointed in the excepted service, are considered “at-will” employees, and serve at the pleasure of the Court. As a condition of employment, the selected candidate must successfully complete a background check, including fingerprinting, and a check of financial and credit records. Any position offer will be considered provisional until a full suitability determination can be made. All Court employees must adhere to a Code of Conduct, copies of which are available upon request. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicant must be a United States citizen or eligible to work in the United States.

The United States Bankruptcy Court is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, court employees generally are not subject to the many statutory and regulatory provisions that govern civil service employment.

Employment Benefits: Employees of the United States Bankruptcy Court are eligible for, but not limited to, these employment benefits:

- Accrual of paid vacation and sick leave days, based on length of service, and ten paid holidays during the year
- Participation in pre-tax benefit programs (Health, Dental, and Vision Insurance programs; Flexible Spending Accounts; Commuter Reimbursement Benefit)
- Optional group life insurance
- Public Transportation Subsidy
- Participation in the Federal Employees Retirement System (FERS)
- Thrift Savings Plan (with employer matching a percentage of employee’s contribution)

The United States Bankruptcy Court is an **Equal Opportunity Employer**.